



# Planning Data Information Intern

## City of Cambridge – Community Development Department

### Agency Description

The Community Development Department (CDD) is the planning agency for the City of Cambridge. CDD undertakes a wide range of activities, encompassing community planning, open space, affordable housing, economic development, transportation planning and sustainability. The Department takes an interdisciplinary approach to manage and guide physical change in a manner consistent with the City's priorities, engaging and collaborating with community partners and other government agencies to make Cambridge a desirable place to live and work. The collection, analysis and use of a wide variety of data is crucial to CDD's mission.

The Cambridge Community Development Department is currently seeking a part time Planning Information Analysis Intern who will work under the direction of the Senior Planning Information Manager.

### Planning Information Analysis Intern Responsibilities:

- Assist the Planning Information team by developing materials for reports and updating existing public data products.
- Assemble and prepare data for the City's open data web site, and use innovative tools and methods to complete analysis as needed.
- Collaborate with the other divisions of the Community Development Department and gain exposure to a wide variety of planning related data. Topics may include general demographics, housing, journey to work, land use, and economic development, depending on current needs.
- Determine which tools to use to both analyze and to present the data to the appropriate audience.
- Collect, compile, analyze, and visualize various types of information for technical and nontechnical audiences.
- Past interns have been instrumental in developing and revising the Department's data profile series, including the Neighborhood Profile, Housing Profile, and the Moving Forward journey to work report.

### Required Qualifications:

- Education or experience in Planning or related field.
- Ability to work independently;
- Ability to research data related topics;
- Experience using Microsoft Office programs – Excel, Powerpoint, Outlook and Word;
- Experience with GIS mapping software, preferably ArcGIS, including the preparation of maps for use in publications, presentations, and on websites;
- Excellent oral and written communication skills; and
- Excellent visual presentation skills.

**Preferred Qualifications:**

- Ability to build and modify Microsoft Access databases;
- Experience with Microsoft Publisher;
- Experience with Adobe InDesign and Illustrator;
- Experience developing data visualization products for a general audience;
- Experience with directed or interactive “story telling” programs such as ESRI Storymaps, Microsoft PowerBI, Tableau, or D3.js; and
- Familiarity with the data resources found on the web sites of Federal and State statistical agencies; and
- A desire to learn about and adopt new tools and data sources

**Hours:** 15-19 hours per week, to be arranged. Hours must fall during regular City of Cambridge working hours. Our offices open at 8:30 A. M. Monday through Friday. They close at 8:00 P. M. on Monday, 5:00 P. M. on Tuesday through Thursday, and Noon on Friday.

**Duration:** Through June 2018. Employment period may be extended, depending on future funding and need.

**Salary:** \$15.26 per hour.

**To apply, please send resume and cover letter to:**

Patricia Tuccinardi  
Cambridge Community Development Department  
344 Broadway  
Cambridge, MA. 02139  
Email: [ptuccinardi@cambridgema.gov](mailto:ptuccinardi@cambridgema.gov) or faxed to 617/349-4669.

Work samples will be requested at the time of an interview.

**Application Deadline:** 30 days from posting, or until position is filled.

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